

2.4 Administrative Support of Special Projects

(a) Authority and Responsibility

(1) The DD/A is authorized to waive, amend, and/or modify the provisions of Agency regulations and/or administrative procedures wherever required to provide the support necessary to the attainment of any properly approved operational objective or undertaking.

(2) The DD/P or his designee shall be responsible for ensuring the development and coordination of an administrative plan incorporating all administrative aspects of any project, the support of which requires waiver, amendment, modification, or deviation from Agency regulations and/or procedures.

(a) The administrative plan shall be developed in continuing collaboration with each administrative office from which support will be required or whose normal administrative authorities or responsibilities are being altered, modified, amended, or waived.

(3) Each Administrative Office Head shall be responsible for providing the best possible planning and support within the capabilities of his office commensurate insofar as possible with the operational needs of each specific project and consistent with basic Agency administrative principles.

(4) The operating office is responsible for the prompt revision and resubmission to the DD/A of administrative plans or supplements thereto whenever changes or contemplated changes in the project make revisions necessary or advisable.

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22 (5) Each administrative support office concerned shall be responsible to report promptly and in detail to the DD/A and the Chief of Administration, DD/P, any inability to discharge their support responsibilities and any observed deficiencies in an approved plan, or the performance thereunder.

(6) For appropriate projects not within the purview of DD/P, the Chief of the Office concerned shall have the responsibilities established herein for the DD/P.

(b) Approval

✓ (1) Each administrative plan developed and prepared shall bear the concurrence or stated objections of each Agency staff or office having basic support responsibility prior to its release for the approval of the DD/A.

(2) No tentative administrative plan shall be released to the DD/A for approval which does not bear the written concurrence or stated objections and recommendations of the Chief of Administration DD/P, or his designee.

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(2) Each Administrative Office Head shall be responsible for providing the best possible planning and support within the capabilities of his office responsive to the operational needs of each specific project, and consistent, in so far as possible with basic Agency administrative principles.

(3) The Operating Office is responsible for the prompt revision and resubmission to the DDA of administrative plans or supplements thereto whenever changes or contemplated changes in the project make revisions necessary or advisable.

(4) Each Administrative Support Office concerned shall be responsible to report promptly and in detail jointly to the DDA and the Chief of Administration, DDP, any inability to discharge their support responsibilities referred to above, and any observed deficiencies in an approved plan, or the performance thereunder.

(5) For appropriate projects not within the purview of DDP, the Chief of the Office concerned shall have the responsibilities established herein for the DDP.

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